

SENIOR CODE ENFORCEMENT OFFICER

Department: Development Services

Supervisor: This position reports to the Development Services Director

General Description: This position is the supervisory position in charge of Building Inspections and enforcement of the town's nuisance and minimum housing regulations for the Town of Waynesville, NC in Haywood County. This position will focus on a customer service approach toward the enforcement of the town codes and the N.C. Building Code, and requires coordination with the planning and zoning functions of the Department. This position is responsible for permitting of new structures and renovation or construction projects, as well as investigations related to dangerous structures, health and safety, weed abatement, junk vehicles and other nuisances to determine violations and gain compliance.

Requirements:

- A minimum of three Level III building code standard certifications, or a minimum of one Level III with at least two Level II standard certifications with ability to achieve Level III within a reasonable timeframe.
- Must be computer literate and able to become proficient in the use of the Town's permitting software, MS Office and its applications, and other programs.
- Ability to supervise other code enforcement staff in carrying out their duties, maintain and advance in their certifications and participate in the leadership of the Development Services Department.
- Ability to learn land use planning principles and policies of the town and maintain effective working relationships with associates and the general public.
- General knowledge of best practices and procedures for code compliance in North Carolina; ability to perform and organize work independently; ability to effectively and tactfully communicate verbally and in writing with individuals from a variety of socio-economic and cultural backgrounds.
- Ability to maintain complex and detailed files and records; read and understand plats, plans and maps; and to review applications and data for accuracy, completeness and conformance to standards and procedures.
- Possession of a valid North Carolina Driver's License.

Physical Requirements: This work requires the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, and visual inspection. This position is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.

Salary and Benefits: The hiring range for this position is \$43,000 - \$54,000. This position is exempt from FLSA status. Excellent benefits including NC retirement system, NC 401k, group health and dental, and paid sick, vacation and holiday leave.

To Apply: Please send a cover letter and resume to Margaret Langston, Human Resources Manager, at mlangston@waynesvillenc.gov; or by mail to PO Box 100, Waynesville, NC 28786.